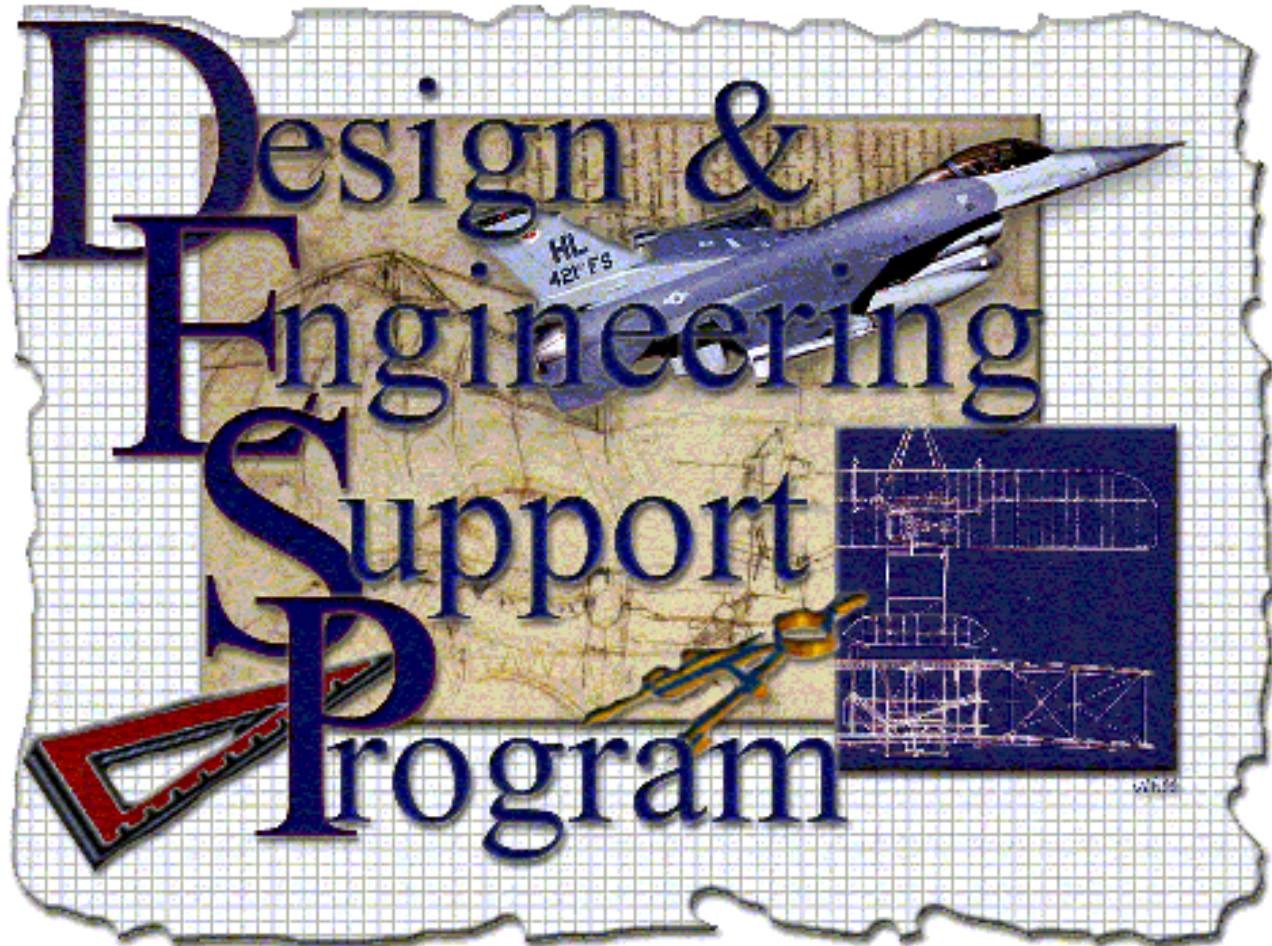




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Task Order Process Overview

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Overview

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- **Task Order Process Objectives**
- **Task Order Process Flow**
- **DESP II Task Order Package**
 - **Required PR Attachments**
 - **PR Supplement Sheets**
 - **Contractual Engineering Task (CET) and CDRLs**
 - **Business Case Analysis (BCA)**
 - **Exception to Fair Opportunities**
- **Competitive Task Orders**
- **Proposal Evaluation Process**
- **Order Process Times**
- **Orders To Date**
- **Additional Discussion**
- **Conclusion**

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Task Order Process Objectives



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- **Award Task Orders Quickly and Efficiently**
- **Allow Task Order Initiator to Maintain Project Ownership and Direct Acquisition**
- **Provide Decentralized Ordering Capability, While Maintaining Centralized Control Over the Process**
- **Ensure Large and Small Businesses Have Equitable Opportunity to Compete**

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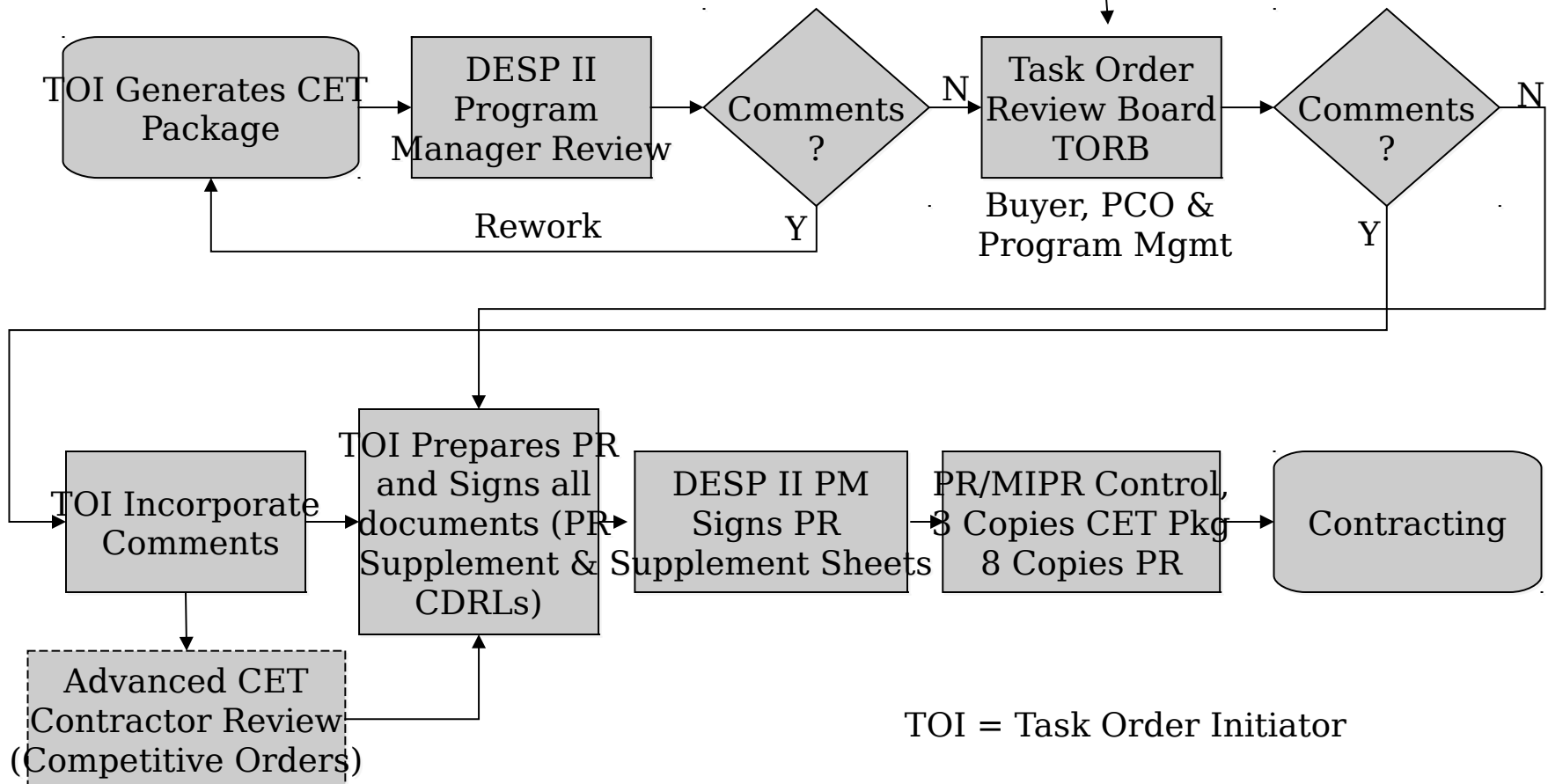
DESP II Process Flow

Program Management



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*Exception to Fair Opportunities must be approved
Before TORB*



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DESP II Task Order Package



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Required PR Attachments User's Guide

- | | |
|---|---------------|
| a. PR Supplemental Sheets | Attachment 4 |
| b. CET (SOW)
Attachment 3 | |
| c. CDRLS | Attachment 11 |
| d. Business Case Analysis* | Attachment 5 |
| e. Exception to Fair Opportunity* | Attachment 6 |
| f. Non-Disclosure Agreement
Attachment 10 | |
| g. Performance Plan (QASP)
Attachment 8
<i>QAP Nomination ltr, Training Certificate</i> | |
| h. Determination/Decision Document*
Attachment 9 | |
| i. DD Form 254 - Classified Materials | |

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PR Supplement Sheets

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- **Template Available in DESP User's Guide**
- **Provides Basic Information to Assist DESP II Office in Reviewing, Tracking, and Building the RFP**
- **Scope Certification - Relates CET to DESP II SOW**
- **Recommends Pricing Arrangement**
 - **FFP, CPFF, CPAF, FPIF, CPIF, and T&M**
 - **Describe Applicability of Minor Construction, Prototyping, Limited Production**
- **Provide Independent Government Cost Estimate**
 - **Estimated Labor Categories**
 - **Estimated Labor Rates**
 - **Estimated ODCs, Travel, and Material**
- **Signed by TOI and Supervisor Prior to Submission**

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Contractual Engineering Task/CDRLs



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- **Contractual Engineering Task (CET)**
 - **The Requirements Document for a Task Order**
 - **Must Be Performance Based**
 - **Unfunded additional tasks must be defined enough to have contractor propose costs at time of initial RFP**
- **Contractors May Help Prepare CET for Sole Source Task Orders**
 - **Only after Exception to Fair Opportunities Approval**
- **Follow CET Format in DESP II User's Guide**
- **PM Review CET for scope applicability and Provide Comments Prior to Task Order Package Submission**
- **Contract Data Requirements List (CDRL) - DD Form 1423 - Required for Each Contract Data Deliverable**
 - **CDRLs Must be Signed prior to release of RFP**

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Business Case Analysis



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- **Tool Used to Accomplish Acquisition Planning Documentation Required by FAR 7.1**
- **Required for all DESP II Task Orders <\$100M**
- **No Specific Format Required**
- **As a minimum, Must Address the Following areas:**
 - **Background**
 - **Program Risks**
 - **Market Research**
 - **Justification/Rationale for using DESP II**

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Exception to Fair Opportunities



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- **IAW FAR 16.505(b)(1)**
 - **The contracting officer must provide each awardee a fair opportunity to be considered for each order exceeding \$2,500 issued under multiple task-order contracts except**
- **Exceptions to Fair Opportunity (FAR 16.505(b)(2))**
 - **Urgent Need**
 - **Only one awardee is capable because the services ordered are unique or highly specialized**
 - **Logical Follow-On** – *For orders Previously Competed within DESP II*
 - **Minimum Guarantee** – *Completed on Task Order 0001*
- **Exceptions to Fair Opportunity Form**
 - **Mirrors a J&A**
 - **Same approval levels as J&A**
 - **Must be approved before package is sent to the TORB**

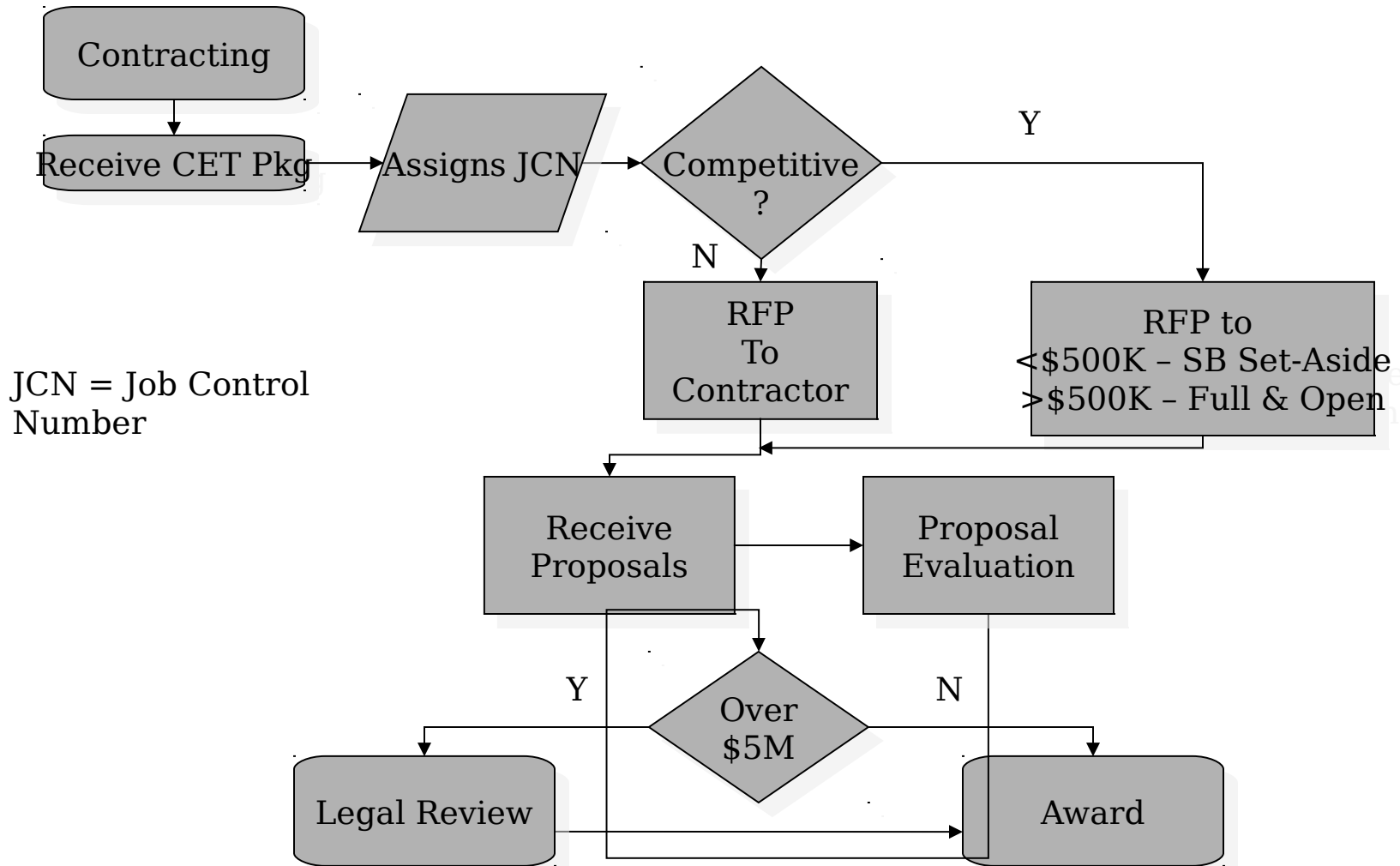
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DESP II Process Flow Contracting



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Competitive Task Orders



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- **All Contractors on DESP II (Large & Small) can compete on entire scope.**
- **Small Business Set-Aside for task orders, less than \$500K**
- **Full and Open for task orders greater than \$500K**
- **Advance CET Review for competed task orders**
 - **Normally 1 week notice with as short as a 1 day notice**
 - Increase award time approx 1 week
- **Proposal Response Time IAW contract Clause 9952.757-H757(d)**
 - **Unless Otherwise noted**
 - Estimated Tasks <\$500K - 5 Working Days
 - Estimated Tasks >\$500K - 7 Working Days

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Proposal Evaluation Process



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- **Modified Delphi Method Used for DESP II Competitive Orders**
- **What Is It?**
 - **A Technique for Quantifying Subjective or Qualitative Data for Analysis Purposes Resulting in a Group Consensus for Assigning a Final Criterion Ranking**
- **How Does It Work?**
 - **TOI Develops Evaluation Criterion, Tailored to Requirement**
 - **Three Considerations for Developing Evaluation Criterion**
 - **Technical, Past Performance, and Total Cost are evaluated separately - *Best Value Determination***
 - **Combine Technical and Past *Performance*, and evaluate Total Cost Separately - *Best Value Determination***
 - **Combine Technical, Past Performance, and Total Cost - *Award to Highest Delphi Score***

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Proposal Evaluation Process Cont.



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- **How Does it Work Cont.**
 - **Assign an Evaluation Class (EC) to each Criterion**
 - NC = Non-Critical
 - C = Critical
 - **Assign a System Weight Factor (SWF)**
 - SWF of 1 - 5 for NC Criterion
 - SWF of 6 - 10 for C Criterion
- **Copy of the Modified Delphi Sheet is attached to Letter RFP**
- **Upon Receipt of Proposals, Technical Proposal is Forwarded to Technical Evaluation Team**

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Proposal Evaluation Process Cont.



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■ Evaluation Steps

- **List Contractors Across the Top of the Form, and List the Criteria/Requirements Down the Left Side of the Form**
- **Rank Each Contractor's proposed Capabilities with Respect to Each Criterion - Range is 1 To 5 (Low to High)**
- **Determine Each Contractor's Effective Value By Multiplying the Assigned Ranking and the SWF**
- **Calculate the Total Effective Value/Score for Each Proposal**
- **Award is Made in One of Two Ways**
 - **Best Value Determination Decision**
 - **Highest Effective Value/Score**

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Proposal Evaluation Process Cont.



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Sample Delphi Form

Criterion	EC	SWF	A		B		C		D		E		F	
1. Experience/Knowledge Related to the Specified Weapon System, Subsystem, SE, and/or Process	C	8	1	8	2.5	20	5	40	2	16	1	8	1	8
2. Experience/Knowledge Related to Specific Technologies, Products, Methods, and/or Disciplines	C	10	1	10	3	30	5	50	2	20	2	20	1	10
3. Experience and Strong Performance Record Performing Similar Tasks	NC	5	1	5	3.5	17.5	5	25	2	10	1	5	1	5
4. Contractor Location to Support this Effort has Record for Completing Tasks on Time and within Budget	C	10	1	10	5	50	5	50	2	20	2	20	1	10
5. Unique Capabilities Specific to this CET	NC	5	0	0	0	0	5	25	0	0	0	0	0	0
6. Cost Effective Approach. Includes more than just Hourly Rates	NC	5	1	5	5	25	5	25	3	15	2	10	2	10
7. Capability to Provide Services Local to the Customer	NC	4	1	4	3	12	5	20	2	8	2	8	2	8
8. Capability to Provide Facilities Pertinent to the Task	C	10	1	10	5	50	5	50	3	30	2	20	2	20
9. Program Manager and Others Proposed have Req Skill and Demonstrated Exp Provide Best Value	C	10	1	10	3	30	5	50	1.5	15	1	10	1	10
Total				62		235		335		134		101		81

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Order Process Time

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- **Total Process Time Depends on Complexity, Degree of Competition, and Urgency of Task**
 - **Goal is an Average of No More Than 21 Calendar Days**
- **Time Starts When a Complete Task Order Package is Received**
 - **Business Case Analysis**
 - **Contractual Engineering Task (CET), CDRLs**
 - **PR Supplement Sheets**
 - **Funding Documents**
 - **Other required documents**
- ***Issuing An Order Within Above Goals Requires Buy-In and Participation of everyone***

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Orders to date

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- **Have processed 28 orders**
 - **Awarded \$19.6M**
 - **13 Orders Competed**
 - **15 Small Business Awards**

- **Average Award Days**
 - **Average turn-around time was 9 calendar days**

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Additional Discussion

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■ Prime Contract Deliverables

- **Funding Actions and Small Business Participation Data**
 - Required Every 6 Months
 - Used in Evaluation Criteria
 - Reconcile our Database for Tracking the Ceiling

■ Program Management

- Regular Monthly Meetings
- Hold Advanced CET Reviews for Competed Orders
- Encourage Advanced CET Reviews with Local Customers
- New Version of the User's Guide will be Posted soon.

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Conclusion



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Please check out the User's Guide at

<http://contracting.hill.af.mil/AirCraft/DESPll/despII.asp>

Questions/Comments



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